

Portland Parks and Recreation

APPLICATION FOR USE OF TOWN FIELDS AND GROUNDS

Requests for the use of town parks facilities and fields should be directed to the Portland Parks and Recreation Department, located at 265 Main Street, Portland, CT 06480. Phone 860-342-6757. Please complete and return this application to the address above at least 30 days prior to the date or the first in a series of dates covered by this application. An application must be completed for each usage.

1. Park/Field/Grounds Requested _____ Area(s) _____
2. Describe what the use or event will be. _____
3. Applicant (Organization) _____
4. Day/Date(s)/ Season _____

January	May	September
February	June	October
March	July	November
April	August	December

If this is a league schedules must be attached.

Event Time: _____ Set Up Time _____ End Time _____

5. *Please check what utilities will be needed: Electricity _____ Water _____
Tents _____ Port-o-lets _____
6. Projected Attendance _____
7. Do you plan to have entertainment? _____ If yes, what type? _____
8. Will the event be open to the public? _____ Members Only _____
9. Fund Raiser? _____ If yes, please describe _____
10. Will you be leasing space to vendors/exhibitors? _____ If yes, fee charged _____
11. Do you plan to have a concession? _____
12. Do you plan to post a sign? _____
13. If function is a youth program, please give the name, address and phone number of the adult supervisor who will be present and in charge.

_____	_____	_____
Name	Address	Telephone

* A meeting must take place a minimum of 30 days prior to the event on the event site, coordinated by the Director of Parks and Recreation or designee to review the requests. There are utility costs associated with this event, which are the responsibility of the group sponsoring the event.

ANY PERSONS OR SPORTS ORGANIZATION ISSUED A PERMIT SHALL OBSERVE ALL RULES, REGULATIONS AND ORDINANCE ADOPTED BY THE TOWN OF PORTLAND. THE APPLICANT AGREES TO HOLD THE TOWN OF PORTLAND AND ANY OF ITS AGENTS AND EMPLOYEES HARMLESS FOR ANY AND ALL LOSSES CAUSED BY THE PERMITTEE OR ANY PERSON ENGAGED IN ACTIVITY BEING SPONSORED UNDER THE PERMIT EXCEPT FOR THE CASE OF NEGLIGENCE OR WILLFULL MISCONDUCT. I CERTIFY THAT I AM 18 YEARS OF AGE OR OLDER.

APPLICANT _____ ADDRESS _____ ZIP _____

ORGANIZATION _____ ADDRESS _____ ZIP _____

SIGNED _____ (Home#) _____ (CELL#) _____

TITLE _____ DATE OF APPLICATION _____

Field Closings: The Ground Maintenance Supervisor and the Director of Parks and Recreation will make decisions regarding field closings. The information will also be made available on the Parks and Recreation voicemail (262-7234) as early as possible. If a group disregards the closure, it jeopardizes future use of any fields.

Changes is Schedules: If there are any schedule changes during the week, that the fields need to be prepared for, the change needs to be called in by 10:00 a.m. of that day to the Parks and Recreation Office at 860-342-6757. If there is a change to the schedule that needs to be done on a weekend or holiday that there will be a charge per the union contract.

Insurance Certificate Required. Please forward with the contract.

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APPLICATION APPROVED YES _____ NO _____ SIGNED _____

Cleared With: Community Use _____ Health Dept. _____

Fire Department _____ Police Department _____

Fee _____ Date Received _____ Receipt No. _____

Certificate of Insurance Required: Yes _____ No _____ Date Rec'd _____

Liability _____ Property Damage _____

Other Conditions of Approved Use _____

Rules and Regulations Regarding Field or Park Use

1. The Director of Parks and Recreation or an authorized designee is the sole authorized agent for the Town to cancel games, practices or activities prior to their commencement for weather, field safety, mechanical failures and/or problems or situations that may arise on Town fields under the Department's jurisdiction.
2. The Town and/or the Parks and Recreation Department is not responsible for loss or damage to personal or group property which may occur during your use of the field.
3. All vehicles must be parked in designated parking areas, on the street or in the parking lots, no cars are allowed to park on the grass.
4. Schedules. It is the responsibility of the organization to submit field schedules prior to the start of the season. After the schedules are submitted, any changes must be called into the Parks and Recreation Office at 860-342-6757 by 10:00 a.m. that day. If the change occurs on the weekend/holiday and has not been phone in prior to the day of the event, the organization will be assessed a field preparation charge in accordance with the union contract.
5. Closed Fields - At the discretion of the Director of Parks and Recreation or designee, any section or part of the park/field may be declared closed to the public at any time for any interval of time, either temporary or at regularly scheduled, stated intervals.
6. In case of inclement weather (Monday – Friday), the decision to cancel activities will try to be made by 3 p.m. of that day. If weekend activities are scheduled, a decision will be made by 8 a.m. as to whether the activity will occur. Coaches can call the Parks and Recreation Hotline at 860-262-7234 for notification. It is the responsibility of the organization to contact the department for notification. Makeups need to be made and it is the responsibility of the organization to submit changes to the Parks and Recreation as soon as possible.
7. Cancellations - Cancellations may occur any time due to inclement weather and poor usage conditions and will be determined by the Director of Parks and Recreation or the Director's designee. They can also require an activity to stop and the participants vacate the area.
Examples of conditions that may require a cancellation or postponement of an activity:
 - A. Standing puddles of water on the field
 - B. Footing is unsure and slippery
 - C. Ground is water logged and squishy
 - D. Lightning
 - E. Severe weather conditions
 - F. Unsafe facility conditions
 - G. The use is destructive or detrimental
8. All organizations using the fields or facilities are required to provide a certificate of insurance in the amount of \$1,000,000 listing the town as additionally insured. This certificate should be included with the application prior to field or facility use.
9. It is the responsibility of the organization to make sure that the lights are off at the end of the event. Failure to turn the lights off could result in the forfeit of bond money or loss of use of the facility.